

Draft

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
						ALL		
1.00	TECHNICAL PREPARATION		59	d-045	d+014	TC		
1.01	Establish interface system at TC		3	d-030	d-027	TC		
1.02	Establish TC call roster, include pager numbers		5	d-030	d-065	TC		
1.03	Certify conversion errors are corrected and database is ready to deploy.		1	d+006	d+006	TC, CPMS, CPOC		
1.04	Perform unique setup for test and certification databases.		1	d+006	d+006	TC, CPMS		
1.04a-1	Organization Hierarchy to CPOC from PPDD					PPDD	PSD	
1.04a-2	Organization Hierarchy to PPDD from CPOC					CPOC	CPOCMA	
1.04a-3	Begin MOCK conversion - Extract data file from Legacy (Non-PPU conversion)					PSD		
1.04a-4	PPDD forward extract file from Legacy to CPMS					PPDD		
1.04a-5	CPMS forward MOCK conversion tape to CPOC					CPMS		
1.04a-6	Correct records with errors resulting from MOCK conversion					CPOC		
1.04a-7	Begin MOCK conversion - Extract data file from Legacy (PPU conversion)					PSD		
1.04a-8	PPDD forward extract file from Legacy to CPMS					PPDD		
1.04a-9	CPMS forward MOCK conversion tape to CPOC					CPMS		
1.04a-10	Correct records with errors resulting from MOCK conversion					CPOC		
2.00	CONFIGURATION MANAGEMENT	10	45	d-045	d-000	CPOC		
2.01	Ensure Configuration Management policies and procedures are developed and implemented for CPOC and CPAC to prevent hardware and software configuration variance with TC prescribed system requirements and configuration.	10	45	d-045	d-000	CPOC		
2.02	Identify local equipment and system configuration to operate Oracle HR.	10.1	5	d-045	d-040	CPOC		
2.03	Identify hardware and software configuration environment differences among CPOC and CPAC system users.	10.1	5	d-045	d-040	CPOC		
2.04	Test configuration, operation, and connectivity.	10.1	15	d-045	d-030	CPOC		
2.05	Ensure following ports are open: 1.) TCP Port 1601 - Oracle HR, 2.) TCP/UPD Port 135 - IT Operations, 3.) FTP Ports 20,21 - Interface box, 4.) TCP Port 515 - LPD (Line Printer Device) (TBD by TC)		15	d-045	d-030	CPOC		
2.06	Formalize PC, server and operating system requirements with the TC	5.2.2	10	d-040	d-030	CPOC		
2.06a-1	Place a unique 3-position literal value of "MOD" in the RJE field supplied in the existing JCL on the LAST legacy feed to DCPS.		1			FAB		
2.06a-2	Place the value of the IP Address for the Modern interface server in the TFN file of the existing JCL for the last legacy feed to DCPS.		1			FAB		
2.06a-3	Provide System Administration support for CPOC during deployment					CPOCMA	TC	
2.07	Provide schematic with IP addresses to TC, notifying TC of equipment and system configuration located at CPOC and CPAC.	10.1 5.2.2.2	1	d-040	d-040	CPOC		
2.08	Immediately report system configuration changes to TC.	10	60	d-045	d+015	CPOC/ CPAC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
3.00	CONTINGENCY PLANNING	6.3	120	d-120	d-000	CPOC		
3.01	Become conversant with CPMS Contingency Management Guide for local application.	6.3	120	d-120	d-000	CPOC		
3.02	Develop local disaster recovery procedures for using alternate processing and data storage sites for the Modern DCPDS in case of Modern DCPDS support facility or equipment failure or other emergency or system outage.	4.4 6.3 6.4	120	d-120	d-000	CPOC/ NAF-CPU	CPOCMA	Completed
3.03	Make arrangements for alternate processing site.	6.3	120	d-120	d-000	CPOCMA	CPOC(s)	Completed
3.04	Make arrangements for alternate data backup and software storage site.	6.3	120	d-120	d-000	CPOCMA	CPOC(s)	Completed
3.05	Develop interim contingency plans in the event of an extended deployment (beyond two weeks) at any site due to unforeseen problems.	4.4 6.3 6.4 Appd C	60	d-120	d-060	CPOC		
3.06	Ensure contingency plans are in place to cover facility, hardware, communications, and deployment disasters.		120	d-120	d-000	CPOC		
3.07	Test disaster recovery procedures IAW Contingency Management Manual.	6.3	30	d-030	d-000	CPOC		
3.08	Implement contingency plans for CPOC, if required.	6.3	10	d-000	d+010	CPOC		
3.08a-1	Implement contingency plans for CPACs, if required.	6.3	10	d-000	d+010	CPAC	MACOM	
4.00	SUPPORT SOFTWARE AND EQUIPMENT REQUIREMENTS	5.2.2	220	d-220	d-000	CPOC/ CPAC		
4.01	Ensure all hardware, software, and communication acquisition, installation, and test requirements have been identified in the Component Technical Implementation Plan to meet the user requirements found in the site surveys for each deployment site.	3.13.3 5.2 5.2.2.1 5.2.2.2	40	d-220	d-180	CPOC/ CPAC		Completed
4.02	Ensure all support equipment life cycle maintenance requirements have been identified and corresponding contracts and documents been prepared in accordance with the Systems Maintenance Plan.	3.4.4.8 5.2.2.2 11.2	40	d-220	d-180	CPOC/ CPAC		
4.03	Ensure support equipment size and configuration specifications, distributed by the TC, have been referenced to determine the minimum equipment size and configuration requirements needed to support the Modern DCPDS for each deployment site.	4.1 5.1 5.2 5.2.2	1	d-220	d-220	CPOC/ CPAC		
4.04	Notify CPMS and the TC if any equipment, software, communication, or site problems will prevent or delay deployment of the Modern DCPDS as scheduled.	4.11 5.2.2.2	220	d-220	d-000	CPOCMA/DASA(CPP) - CONUS/MACOMs/DASA(CPP) - OCONUS	PO-CPR/ CPOC	
4.05	Develop internal process to report hardware, software, and communications problems.		3	d-217	d-220	CPOC		
4.06	Ensure version numbers of the operating system software have been checked against the TC prescribed system software configuration specifications.	10.2	60	d-180	d-120	CPOC		Completed

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
4.07	Ensure system operating system software on the server has been checked for receipt of the correct packages and software versions, and for proper configuration.	10.2	1	d-180	d-180	CPOC		Completed
4.08	Validate CPOC and CPAC Configuration Management policies and procedures to ensure support equipment readiness for deployment of the Modern DCPDS.	3.1 3.3 5.2.2	30	d-150	d-120	CPOC		Completed
4.09	Secure the server area to allow only individuals with authorized access to the system and the system's console.	11.3 11.5	90	d-120	d-030	CPOC		
4.10	Ensure there is sufficient ventilation space behind the server for the server to maintain the required internal temperature.		90	d-120	d-030	CPOC	PO-CPR	
4.11	Collocate a telephone with long-distance access with the server to permit the support personnel to communicate with TC or CPOC system administrator in case of problems.		90	d-120	d-030	CPOC		Completed
4.12	Ensure the temperature of the server site is within the prescribed temperature range (normally +41F to +104F).		90	d-120	d-030	CPOC	PO-CPR	Completed
4.13	Ensure the climate of the server site is within the prescribed humidity range (normally 20% to 80% RH non-condensing).		90	d-120	d-030	CPOC	PO-CPR	Completed
4.14	Contact applicable building maintenance personnel if there are doubts about meeting the heating, cooling, or humidity prescribed ranges.		90	d-120	d-030	CPOC	PO-CPR	Completed
4.15	Ensure the server is attached to an uninterrupted power supply (UPS), so that correct power is available for the UPS in case its power requirements are different from those of the server.		90	d-120	d-030	CPOC	PO-CPR	Completed
4.16	Ensure there are enough standard electrical outlets for all of the equipment associated with the server since extension cords should never be used with this equipment.		90	d-120	d-030	CPOC	PO-CPR	Completed
4.17	Ensure all equipment is operating in at least a minimally operational state to determine if it has been installed correctly.	4.12	90	d-120	d-030	CPOC	PO-CPR	Completed
4.18	Ensure connectivity has been tested via pings, telnets and tracers between the personnel users' PCs and the server.	4.12 5.1	90	d-120	d-030	CPOC	PO-CPR	Completed
4.19	Ensure the CPOC communications network (dial-up modems, local area network, wide area network) has sufficient capacity to meet system operational requirements.		90	d-120	d-030	CPOC	PO-CPR	Completed
4.20	Ensure the CPOC system administrator is knowledgeable of the different connections between the CPOC and CPAC users and the server, and the individuals responsible for administering those connections.		90	d-120	d-030	CPOC	PO-CPR	Completed

Army Modern System Deployment Checklist
Draft

As of 7/31/00

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
4.21	Ensure communication backup and recovery procedures are in place and tested.	6.3	90	d-120	d-030	CPOC		
4.22	Ensure the installed network of workstations provides appropriate distribution and convenient access to functional activity within the personnel user community.	5.2.2	90	d-120	d-030	CPOC		
4.23	Ensure there are appropriate communication security measures in place to prevent unauthorized access, disclosure, modification, destruction, or denial of service to the Modern DCPDS.	11.6	90	d-120	d-030	CPOC		
4.24	Identify and report any significant impediments to implementing system hardware and software support requirements which would adversely affect the deployment schedule for any region or site.	5.1 5.2.2.2	90	d-120	d-030	CPOC		
4.25	Conduct network security analysis.	11.2	30	d-060	d-030	CPOC/ CPAC		
4.26	Ensure procedures have been identified and publicized for users to receive technical and functional assistance or to report system malfunctions. (HEAT)	Training Support Plan	60	d-060	d-000	CPOC		Completed
4.27	Check support system to determine if it has been initially configured IAW the CPOC's Technical Implementation Plan submitted to the TC and the applicable standards set by the TC office.	10.2	30	d-060	d-030	CPOC		
4.27a	Ensure a test plan has been developed for each deployment site to determine well enough in advance of the scheduled deployment tha the Modern DCPDS support hardware and software operate correctly.		60	d-060	d-030	PO-CPR	CPOC/ CPOCMA	Completed
4.28	Ensure local system administration POC is aware of the PC configuration(s) prescribed by the TC for the Modern DCPDS user community of that specific site.	4.12 5.2.2 10.2	30	d-060	d-030	CPOC		
4.29	Conduct analysis of communications, server and workstation capability to support Modern DCPDS at the CPOC and CPACs (i.e., servers, printers, workstations, communication equipment, software, LAN, spares).	11.2 3.4.4.7.1 5.2.2.1 5.2.2.2	30	d-060	d-030	PO-CPR		Completed
4.30	Verify with supporting communications command if there will be any scheduled communication exercises, upgrades, or repairs that will interfere with the scheduled deployment.	3.4.4.7.4	30	d-060	d-030	CPOC		
5.00	SITE PREPARATION		220	d-220	d-000	CPOC		
5.01	Ensure each site has scheduled and conducted a site survey for facility renovation requirements (e.g. electrical power, air conditioning, ventilation, equipment, space) to support the Modern DCPDS equipment.	5.2.1.1	40	d-220	d-180	PO-CPR		Completed
5.02	Ensure a comprehensive site preparation plan has been developed (If the site is to be renovated) for support of the new Modern DCPDS equipment at each deployment site.	5.1 5.2.1.2	40	d-220	d-180	PO- CPR		Completed

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5.03	Identify alternatives to site preparation impediments	5.2.1.2	40	d-220	d-180	CPOC		

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5.04	Elevate unresolvable facility preparation problems for resolution and notification of CPMS for determination of impact on the master deployment schedule.	Figure 3 4.11 5.2.1.2 5.2.2.2	30	d-060	d-030	CPOC	CPOCMA	
5.05	Ensure sufficient CPOC, CPAC and satellite office staff are identified to test the functionality and operation of the Modern DCPDS, including RESUMIX, on associated servers, workstations, peripherals, and communication networks throughout the region.		12	d-060	d-048	CPOC		
5.06	Report any site preparation problems found during pre-inspection that could adversely impact scheduled deployment.	5.2.1.2	1	d-030	d-030	CPOC		
6.00	SECURITY REQUIREMENTS	11	160	d-160	d-000	ALL		
6.01	Correctly configure the server and operating system, supporting the Modern DCPDS at each CPOC and CPAC, to meet security policy requirements.	10 11.1 11.2	30	d+021	d+051	CPOC		
6.02	Ensure all system administration, Information System Security Officers, and other Modern DCPDS users have been provided required security training IAW security policy prior to their initial access to either the Modern DCPDS or the CMIS.	3.4.4.4 11.1	120	d-120	d-000	CPOC		
6.03	Ensure local security administrator has obtained a copy of the TC supplied Security Features User's Guide for application in the CPOC and to provide security training to the users.	11.4	120	d-120	d-000	CPOC	CPOCMA	
6.04	Ensure all local communications network firewall issues are resolved.		120	d-120	d-000	CPOC	PO-CPR	Completed
6.05	Ensure an Oracle proxy is in place to allow SQL*Net data to pass through the firewall.		30	d-120	d-090	CPOC	PO-CPR	
6.06	Conduct risk analysis of facility and equipment to support the certification and accreditation of the Modern DCPDS by the local DAA prior to deployment.	11.6	30	d-120	d-090	CPOC		
6.07	Review the Security Support Plan for local security preparation.	3.4.4.10 11.1 11.2 11.3 11.6	30	d-120	d-090	CPOC		
6.08	Conduct network security analysis.	11.2 11.6	30	d-060	d-030	CPOC/ CPAC		
6.09	Develop user local access policy	11.3	10	d-060	d-050	CPOC		
6.10	Obtain software security accreditation from TC.	11.6	1	d-060	d-060	CPOC	PO-CPR	Completed
6.11	Identify all local Modern DCPDS users in the CPOCs and the CPACs to create new user accounts.	11.1 11.3 11.5	35	d-035	d-000	CPOC		
6.12	Change or delete the default passwords that were delivered with the Oracle HR database and the HP UNIX servers.	11.4	30	d-030	d-000	CPOC		
6.13	Complete the NT and UNIX checklist contained in the Trusted Facility Manual.		30	d-030	d-000	CPOC		

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6.14	Ensure component or local security administrators have included the required security level of access and responsibilities of all Modern DCPDS or CMIS users on their user list for the respective systems.	11.3	30	d-030	d-000	CPOC	PSD	
6.15	Provide names of DoD deployment team members to CPOC security POC to obtain local security passes (if required) for deployment team.	3.4.4.10	7	d-010	d-003	CPOC		
6.16	Identify CPOC and CPAC staff to test security requirements of the Modern DCPDS after deployment.		12	d-001	d+010	CPOC		
7.00	DEPLOYMENT SCHEDULE	4.1	180	d-180	d-000	CPOC		
7.01	Develop a Modern DCPDS deployment schedule for each region and associated CPACs and satellite personnel offices.	4.1 4.2 4.10 Figure 3	30	d-180	d-150	RPMO	CPOCMA/ OCONUS/ MACOMS	
7.02	Compare the various deployment schedules within the various regions to determine if there are any conflicts, or problems with availability of staff and other resources.	4.10	30	d-180	d-150	RPMO	CPOCMA/ OCONUS/ MACOMS	
7.03	Ensure sites within any region, which have been excluded from the deployment schedule, are reported to CPMS with an explanation for the exclusion.	4.10 Figure 3	30	d-180	d-150	RPMO	CPOCMA/ OCONUS/ MACOMS	
7.04	Ensure the deployment schedule for each CPOC shows the start of deployment beginning the first Friday of a two-week pay period when the data conversion begins.	4.2 4.3 4.10 Appd B	30	d-180	d-150	RPMO	CPOCMA/ OCONUS/ MACOMS	
7.05	Ensure deployment schedule reflects only sites with servers and workstation configurations approved and certified by the TC.	4.1 4.10 5.2	30	d-180	d-150	CPOCMA	CPOC	
7.06	Provide timely reports to CPMS on know impediments or problems, which could adversely affect their deployment schedules and prevent a successful deployment to any site.	Figure 3 4.10 4.11 5.1 5.2.1.2 5.2.2.2 6.2	150	d-150	d-000	CPOCMA	CPOC	
7.07	Ensure a deployment schedule for each deployment site has been sent to CPMS for approval and placement into the master DoD deployment schedule.	3.1 4.3 4.10	1	d-150	d-150	CPOCMA	CPOC	
8.00	DEPLOYMENT TEAM AUGMENTATION		90	d-090	d-001	ALL		
8.01	Provide names to CPMS of POC for augmentees for DoD deployment team. IMPACT: Without augmentation, deployment assistance will be limited and deployment length of time will increase.	3.4.2 3.4.3 4.8 Fig 3	55	d-090	d-035	RPMO		

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8.02	Post list on-site of all CPOC, DA, DFAS payroll POC and DoD deployment team POCs to ensure deployment participants are aware of each other's deployment roles. IMPACT: Poor communication and lack of understanding deployment POC roles, processes, problems, etc. could occur between deployment participants.		1	d-001	d-000	CPOC		
8.03	Make preparations to permit DoD deployment team access to Modern DCPDS support equipment and entry to associated facilities, rooms, phones, email access, fax machine, printers, etc., during normal duty and non-duty hours.		30	d-030	d-001	CPOC		
8.04	Identify a meeting room at or near the CPOC for temporary use by the DoD deployment team while it is on-site.		27	d-030	d-003	CPOC		
8.05	Provide sufficient user ids and passwords for email access by the deployment team. Local naming conventions should be followed as necessary. Provide user ids and passwords to deployment team chief in advance of arrival.		7	d-007	d-000	CPOC		
8.06	Ensure CPOC deployment staff are aware that they might have to work extended hours beyond normal duty hours during deployment.			d-000		CPOC/ CPAC		
8.07	Identify CPOC and/or CPAC team to verify Modern DCPDS is fully operational after system and data load by inputting personnel actions, working payroll flow, etc.		1	d-030	d-030	CPOC/ CPAC		
9.00	PERSONNEL ACTIONS MORATORIUM	7	70	d-060	d+010	CPOC/ Kelly DMC		
9.01	Ensure all legacy DCPDS and integrated PPI suite users are informed of the personnel actions moratorium during deployment until the Modern DCPDS is fully operational for their region.	6.1 6.2 6.4 7 7.7.1 Appd B	30	d-030	d-000	CPOC		
9.02	Personnel action moratorium during deployment begins.	7	10	d-000	d+010	CPOC		
9.02a	Recall of all OPFs to the CPOC					CPOC		
10.00	POC IDENTIFICATION	3.4	105	d-120	d-015	CPOCMA/ CPOC		
10.01	Complete and submit site survey to TC and CPMS-AM.		40	d-160	d-120	CPOC/TC/ CPMS		
10.02	Ensure deployment POCs track the status and accountability of site surveys, preparation, and impediments to their assigned Modern DCPDS program areas.	3.4.3 3.4.4 5.1 5.2.1.1	90	d-120	d-030	PPMD/ CPOC		
10.03	Identify and report to CPMS deployment POC and the TC deployment POC the deployment site POCs who will oversee each of the ten major program areas listed in the Deployment plan and coordinate local deployment matters with CPMS and the TC.	3.4.2 3.4.3 3.4.4.1 5.1 5.2.2.2 5.3 Fig 3	30	d-120	d-090	PPMD/ CPOC	CPOC	

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10.04	Identify subordinate POCs/leaders with CPOC to oversee key deployment subtasks in addition to the ten major deployment program areas, such as preparing for and reinputting pipeline actions, building user ids, building org/position hierarchy, DFAS payroll office interface, RESUMIX, etc. IMPACT: Key subtasks will be overlooked or done late.		30	d-060	d-030	CPOC		
10.05	Notify local deployment POCs to be on duty at their site during deployment to coordinate on matters regarding their respective program areas.	3.4.2 3.4.3	1	d-090	d-090	CPOC		
10.06	Provide local deployment POCs with names of CPMS and TC deployment team leaders and members.		1	d-035	d-035	CPMS		
10.07	Ensure Modern DCPDS users are aware that technical assistance on the Modern DCPDS is available through Lockheed Martin after the new system is deployed.	3.3.1 Appd C	1	d-015	d-015	CPOC		
10.08	Identify team of staffing, administration, and technical service CPOC staff to validate converted data on Modern DCPDS.		60	d-060	d-000	CPOC/ CPAC		
10.09	Ensure CPOC POC and alternates are identified and available 24 hours per day during data conversion until all data conversion has completed to validate data errors or correctness and to access OPFs.		10	d-001	d+008	CPOC		
10.10	Ensure sufficient CPOC staff are identified to determine and build secure user views after deployment.		10	d-001	d+008	CPOC		
10.11	Identify a team of at least 1 classifier and 1 classification assistant from CPOC to build organization and position hierarchy data in Modern DCPDS and to correct associated problems.		12	d-001	d+010	CPOC/ CPAC		
10.12	Assign sub-leaders for specific deployment tasks/functions and reporting on status of those functions.		20	d-020	d-000	CPOC/ CPAC		
11.00	TRAINING	8 Training Support Plan	120	d-120	d-000	CPOCMA/ CPOC		
11.01	Report system/database administration and user training requirements to TC and CPMS for Train-the-Trainer (TTT) training.	3.4.4.4 8	30	d-120	d-090	CPOC		
11.02	Identify DA and deployment site training POCs to coordinate training related matters with CPMS.	3.4.3 3.4.4.4	30	d-120	d-090	PPMD/ CPOC		
11.03	Refer to the Training Support Plan for Modern DCPDS deployment.	3.4.3 3.4.4.4 8	30	d-120	d-090	PPMD/ CPOC		
11.04	Obtain training documentation for CPMS and TC.	3.4.4.1.5	75	d-090	d-015	CPOC		
11.05	Develop local training and user documentation as necessary.	3.4.4.4 4.12	75	d-090	d-015	CPOC		
11.06	Formalize TTT requirements, schedule and sites with CPMS or TC.	Training Support Plan	5	d-080	d-075	PPMD/CPOC/ CPMS		

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11.07	Publicize TTT schedule.		1	d-072	d-072	CPMS		
11.08	Identify facility to use for training.		10	d-060	d-050	CPOC		
11.09	Identify CPOC and CPAC security training requirements.		5	d-060	d-055	CPOC/ CPMS		
11.10	Publicize TC's system admin training schedule to technical staff in CPOC and CPAC.		1	d-060	d-060	TC/CPOC		
11.11	Establish training environment.		2	d-060	d-058	TC		
11.12	Conduct TTT.		12	d-053	d-041	CPMS/ PPMD	CPOCMA	
11.13	Schedule training for local system users at CPOCs and CPACs.		5	d-050	d-045	CPOC		
11.14	Establish training client environment.		2	d-046	d-044	TC		
11.15	Establish training database.		2	d-090	d-088	TC		
11.16	Conduct system/database admin training for CPOCs.		5	d-035	d-030	TC		
11.17	Conduct functional training for local system users at CPOCs and CPACs.		30	d-030	d-000	CPOC		
11.17.a	Conduct functional training for local system users at NAF CPU.		30	d-030	d-001	NAF-Policy Division	CPOCMA	
11.18	Conduct security training for local system users, security officers, and administrators at CPOCs and CPACs.		30	d-030	d-000	CPOC		
12.00	USER REQUIREMENTS		220	d-220	d-180	PPMD/ CPOC		
12.01	Schedule and conduct site survey to identify Modern DCPDS user requirements (i.e., number, type, and level of Modern DCPDS usage).	5.2.2.2	40	d-220	d-180	CPOCMA/ CPOC		
12.02	Ensure documentation is identified and available for system administration and users for all appropriate system areas (installation, technical, functional, security, engineering, communications).	3.4.4.1.5 4.10	60	d-060	d-000	TC/ PPMD/ CPOCMA		
13.00	DATA PREPARATION PLANNING	9	220	d-220	d-000	ALL		
13.01	Assign a data preparation and error correction team.		120	d-120	d-000	CPOCMA/ CPOC		
13.02	Assign a CPOC POC to coordinate data preparation and error correction and report daily or weekly progress status.		120	d-120	d-000	CPOCMA/ CPOC		
13.03	Identify at least one staffing specialist and a staffing assistant or clerk per 3000 records with minimum of members on data preparation team.		120	d-120	d-000	CPOCMA/ CPOC		
13.04	Assign a position hierarchy team.		1	d-120	d-120	CPOC		
13.05	Assign a CPOC POC to coordinate position hierarchy preparation (Option 1) or PPI User Review (Option 2) and build and report daily or weekly progress status.		1	d-120	d-120	CPOC		
13.06	Identify at least one classifier or classification assistant or clerk per 3000 records with minimum of two members on hierarchy team.		1	d-120	d-120	CPOC		
13.07	Identify at least one NAF or LN classifier or personnelist for NAF or LN positions on hierarchy team.		1	d-120	d-120	CPOC		
13.08	Place team in centralized location with terminals for team plus one additional person.		1	d-001	d-001	CPOC		
13.09	Need team to prepare for hierarchy build and for one to five days following system load.		1	d-120	d-120	CPOC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.00	DATA PREPARATION PROCEDURES	9	220	d-220	d-000	ALL		
14.01	Begin coordination actions with Defense Megacenter (DMC) at Kelly AFB to terminate operational support of legacy DCPDS after deployment.	6.2	40	d-220	d-180	CPOCMA/ CPOC/ Kelly DMC		
14.02	Run DESIRES from legacy DCPDS to identify type and correct any existing data errors before data conversion.		120	d-120	d-000	CPOCMA/ CPOC		
14.03	Conduct payroll reconciliation.		90	d-120	d-030	CPOC		
14.04	Identify and delete invalid unencumbered (vacant) positions to minimize data conversion time and ensure that only valid vacant positions are transferred to the Modern DCPDS upon deployment.	7.5 Appd B	90	d-120	d-030	CPOC		
14.05	Validate current UIC or PAS information included in organization hierarchy (name, location, reporting chain) previously provided for Modern DCPDS.	9.6.2	60	d-120	d-060	CPOCMA/ CPOC		
14.06	Notify unions of impending conversion to Modern DCPDS. Notification timeline may depend on negotiated labor agreement contract. Specified Start date is just minimum recommended notification timeline.		30	d-120	d-090	Installation/ Activity Commander	MACOM and CPACS	
14.07	Validate bargaining unit status codes in Legacy DCPDS against the Office of Employee and Labor Relations (OELR) Publication with the last four digits of the OELR number being the Bargaining Unit Status (BUS) codes. IMPACT: Records containing BUS codes that do not appear on the OELR list will fall out at conversion to Modern DCPDS.		60	d-060	d-000	CPOC or CPAC	MACOM	
14.08	Validate zip codes against Federal Postal Code table or list of values in the train-the-trainer database. IMPACT: Records will fall out and be highlighted with "9s" where the invalid zip codes exist at conversion to Modern DCPDS due to invalid codes.		60	d-060	d-000	CPOC or CPAC	MACOM	
14.09	Establish procedures to reduce pipeline training and personnel actions that won't be converted at deployment time.	7.4 Appd B	40	d-060	d-020	CPOC/ CPAC	MACOM	
14.10	Notify affected parties that unconsummated, controllable pipeline actions pending in the legacy DCPDS at the time of Modern DCPDS deployment will not be converted to the Modern DCPDS.	7.1 7.4 Appd B	30	d-060	d-030	CPOC/ CPAC	MACOM	
14.11	Coordinate with site POC to ensure lodging reservations, base clearances, directions, etc., have been made for deployment team members.		1	d-060	d-060	TC		
14.12	Notify local employees and their supervisors of impending conversion to Modern DCPDS and possible delay of actions effective during conversion time frame.		30	d-060	d-030	CPOCMA/ CPAC	MACOM	
14.13	Build virtual military positions to use for conversion to Modern DCPDS. May not be waived if Option 2 is selected.		15	d-045	d-030	CPOC/ CPAC		Task deleted for Department of Army.

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.14	Provide virtual position information to TC for inclusion in automated secure accounts creation procedure.		15	d-045	d-030	CPOC		Task deleted for Department of Army.
14.15	Validate Original Appointment Authority Code or insert same in legacy DCPDS before conversion. Normal OPM rules apply: DIN S1Y cannot be blank.		40	d-040	d-000	CPOC/ CPAC		
14.16	For NAF/Army only. Remove salutations of Mr., Ms. or Mrs. from name data element. Otherwise, conversion edits for Modern DCPDS consider them part of first, middle or last name.		40	d-040	d-000	CPOC/ CPAC	MACOM	
14.17	CPMS assigned POC must be informed of current CCPO-ID and associated FU for each CPOC to ensure complete data conversion. IMPACT: Data with missint CCPO-ID or FU code will not be converted.		34	d-035	d-001	CPOC		
14.18	Coordinate with Kelly DMC to capture the last data dump of historical data from the legacy DCPDS on A**LOA tapes for both primary and alternate system after the last EOD is processed and before data conversion begins.	6.2 9.8.1	30	d-030	d-000	CPOC/ Kelly DMC		
14.19	Identify controllable and uncontrollable personnel actions scheduled to consummate during deployment. NOTE: NTE dates of uncontrollable actions must not be changed if employee's pay or tenure is affected.	7 7.1	27	d-030	d-003	CPOC/ CPAC	MACOM	
14.20	Adjust the NTE dates of controllable personnel actions to consummate before deployment that were originally projected to consummate in legacy DCPDS during deployment (i.e. early terminate appointments, details, etc.). IMPACT: Actions with effective dates after deployment will not be converted at deployment.	7.1 Appd B	27	d-030	d-003	CPOC/ CPAC	MACOM	
14.21	Ensure local table *30 and *39 (where applicable) conform to the organizational hierarchy established by CPMS to include deletion of unnecessary organizations.		25	d-030	d-005	CPOC/ CPAC	MACOM	
14.22	Remove before data conversion all provisional or unused organizations listed on table *30.		30	d-030	d-000	CPOC/ CPAC		
14.23	Make organization structure key on table *30 as logical as possible.		30	d-030	d-000	CPOC/ CPAC		
14.24	Notify DCPS of all organizational table (*30) changes prior to deployment of modern system.		30	d-030	d-000	CPOC/ CPAC		
14.25	Identify and clear "status six" records other than military where possible. Military positions currently in status six records will be converted and should not be deleted unless they are not in a chain of command involving civilian employees.	9.4	25	d-030	d-005	CPOC/ CPAC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.26	Establish procedures to manually process emergency personnel actions during deployment including prompt transmittal of SF50s and reminders to the servicing DFAS pay offices of each processed personnel action.	7.2 Appd B	15	d-030	d-015	CPOC/ CPAC	MACOM	
14.27	Establish procedures to retroactively enter the data, from manually processed emergency personnel actions occurring during deployment, into the Modern DCPDS after it becomes operational.	7.2 Appd B	15	d-030	d-015	CPOC/ CPAC	MACOM	
14.28	Establish procedures to manually enter the data into the Modern DCPDS, after it becomes operational, that was not converted during deployment.	7 7.1 Appd B	15	d-030	d-015	CPOC/ CPAC	MACOM	
14.29	Clean up COREDOC users prior to conversion.		30	d-030	d-000	CPOC/ CPAC		
Deleted	If historical training data is required by the CPOC, clean/convert data for HIS_FUND_SOURCE (convert 5 to A), HIS_PRIORITY_IND (convert to 9 if not 1,2 or 3) and IND_TNG_SOURCE (convert 5 to A).		30	d-030	d-000	CPOC/ CPAC		
14.30	Provide pre-conversion DESIREs to component.		1	d-025	d-025	TC/ CPOC		
14.31	Run DESIRE alpha listing from legacy DCPDS of all serviced employees sorted by name and showing suspense dates, pay plan, series, grade, CPCN and all organization structures used by the component. Use list for data validation after conversion.		10	d-010	d-000	TC	FAB/ CPOCMA	
14.32	Run DESIRE of approximately 35-40 master personnel records to be used as a sampling to validate data conversion after deployment. Include unique employees serviced such as those on retained pay/grade, Co-ops, Mariners and other serviced components.		10	d-010	d-000	CPOC/ CPAC		
14.33	Inform legacy DCPDS and PPI users that use of those systems must cease once the data conversion processes for deployment.		10	d-010	d+000	CPOC/ CPAC	MACOM	
14.34	Dispatch installer to load client and database.		1	d-009	d-009	TC(Sys Admin)	MACOM	
14.35	Build CMIS.		3	d-009	d-007	TC(CMIS)		
14.36	Produce deployment tapes and client CDs.		1	d-008	d-008	TC(Sys Admin)		
14.37	Backup load.		1	d-006	d-006	TC		
14.38	Install TC deployment system.		2	d-006	d-007	TC(DBA)		
14.39	Identify pipeline training and SF-52 personnel actions currently in the legacy DCPDS and PPI suite that won't be converted at deployment time. Capture this information for use in reentry of those actions after the Modern DCPDS is operational.	7.4 Appd B	5	d-005	d-000	CPOC/ CPAC		
14.40	Print a clean list of Table *30.		5	d-005	d-000	CPOC/ CPAC	MACOM	
14.41	Run alpha sorted DESIRE of legacy database with Name, SSN, pay plan, series, grade, pay rate determinant, duty status, CPCN, UIC, or PAS code*, Organization identifier. *(PAS code for AF or Air Guard only) (include NAF and LN where applicable).		5	d-005	d-000	CPOC/ CPAC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.42	Run DESIRE (sort by CCPO-ID, UIC or PAS, and org id) for organization list of CCPO-ID, UIC or PAS code*, org id, supervisory code, CPCN, position title, employee name (truncate to 15 characters), and SSN. *(PAS code for AF or Air Guard).		5	d-005	d-000	CPOC/ CPAC	MACOM	
14.43	Run DESIRE with basic data, dates, and codes for employees on temporary NTE assignments, appointments, and promotions, details, obligated positions, employees on obligated positions, and suspense actions due in next 45 days after legacy DCPDS turn-off.		5	d-005	d-000	CPOC/ CPAC	MACOM	
14.44	For NAF/Army only. Run DESIRE for list of employees with multiple last names for validation after data conversion since conversion edits do not distinguish multiple last names.		5	d-005	d-000	CPOC/ CPAC	MACOM	
14.45	Export COREDOC database (if the CPOC wants existing COREDOCs converted).		1	d-005	d-005	TC(DBA)	MACOM	
14.46	Produce reject report.		1	d+004	d+004	TC		
14.47	Resolve and correct rejects.		10	d+004	d+014	TC/ CPOC		
14.48	Last day for CPOCs and CPACs to use legacy DCPDS for routine processing (This date will normally be the last Thursday before data conversion starts).	7 7.1 Appd B	1	d-001	d-001	CPOC/ CPAC		
14.49	Process controllable and uncontrollable personnel actions to be effective either the last EOD scheduled immediately before data conversion or the EOD with effective data of d plus 1 week depending on week of scheduled consummation date.	7.1 7.3 Appd B	1	d-001	d-001	CPOC		
14.50	Print and save special reports and/or DESIRES of legacy data on employees on LWOP, temporary promotion, suspension, etc., for fallback purposes and to verify conversion.		1	d-001	d-001	CPOC/ CPAC		
14.51	Where applicable, prior to processing first EOD, input PTI W10 to create CPDF and DMDC dynamics extracts. Have Kelly DMC retain WIV tape for input to W50 after all EODs are complete.	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.52	Prior to processing first EOD, input command/SUSPENSE 9. This will cause all records to go through suspense during EOD.	Appd B	1	d-001	d-001	CPOC		
14.53	Run first EOD as of Friday (d-000) in first week of pay period. Print all EOD products.	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.54	Change system date to second Monday of pay period (d+003).	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.55	Drain all primary (WOJ) and alternate (WOW) pseudo. Print all pseudo listings.	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.56	Run second EOD as of Friday (d+007) in second week of pay period. Print all EOD products.	Appd B	1	d-001	d-000	CPOC/ Kelly DMC		
14.57	Change system date to first Monday of next pay period (d+010).	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.58	Drain all primary (WOJ) and alternate (WOW) pseudo. Print all pseudo listings.	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.59	If no W0J is created, this is your final EOD. Print all products. If pseudo is created, refer to Deployment Plan, Appendix B, step 10 under Thursday - 2nd.	7 Appd B	1	d-001	d-001	CPOC/CPAC/ Kelly DMC		
14.60	Retain final W3L/W4L/G0P listings for all CPOs to obtain last sequence number for final finance interface file.	Appd B	1	d-001	d-001	CPOC		
14.61	Where applicable, execute program W50 to produce CPDF and DMDC extract tapes. Have Kelly DMC retain tapes for future submission to CPDF and DMDC.	Appd B	1	d-001	d-001	Kelly DMC		
14.62	Ensure all outgoing interface files are sent to payroll. Note: payroll rejects as a result of the final legacy EODs will be sent to the Modern DCPDS when operational.	Appd B	1	d-001	d+001	CPOC/ CPAC/ Kelly DMC		
14.63	System monitor will send via FTP any reject (RCS:8907) and Reverse (RCS:8908) files received after final processing to TC(DPDI).	Appd B	1	d-001	d-001	CPOC		
14.64	Provide TC(office and phone # TBD) with copy of all W3L/W4L/G0P sequence numbers will be established in Modern DCPDS based on these listings and a "first" package will be sent to DFAS to establish return address.	Appd B	1	d-001	d-001	CPOC		
14.65	Dump the primary and alternate legacy DCPDS database to tape (retain as recovery point).	AFM 171-130 Vol. 1	1	d-001	d-001	CPOC/ Kelly DMC		
14.66	Insure pre-conversion DESIREs correct version are loaded.		1	d-001	d-001	CPOC		
14.67	Insure H10 (Conversion Application) correct version is loaded.		1	d-001	d-001	CPOC		
14.68	Execute pre-conversion DESIREs provided by TC.	Appd B	1	d-001	d-001	CPOC		
14.69	Dump the primary and alternate legacy DCPDS database to tape after the pre-conversion DESIREs are executed (retain as recovery point).	AFM 171-130 Vol. 1	1	d-001	d-001	CPOC/ Kelly DMC		
14.70	Notify DMC to run H10 (Conversion Application).		1	d-001	d-001	CPOC/ Kelly DMC		
14.71	Execute H10 (Conversion Application) extract file and notify TC (Office and phone # - TBD).		1	d-001	d-001	Kelly DMC/ TC		
14.72	Load back post EOD LOA.	Appd B	1	d-001	d-001	CPOC/ Kelly DMC		
14.73	Notify TC (Office and phone # TBD) when all legacy processing has been completed so they can FTP the extract file to the TC.	AFM 171-130 Vol. 1	1	d-000	d+001	CPOC/ Kelly DMC		
14.74	Coordinate with Kelly DMC to ensure they retain primary and alternate LOA tapes for a minimum of 60 days and archiving of other legacy data.	6.2	1	d-001	d-000	CPOCMA/ Kelly DMC		
14.75	Kelly DMC ceases sending or receiving payroll data after last EOD.		2	d-000	d+001	Kelly DMC		
14.76	Convert legacy data.		3	d+001	d+003	TC (Con- version)		
14.77	Monitor suspended actions with NTE dates to ensure they are input after deployment.		15	d+080		CPOC		
14.78	Import COREDOC database (if the COREDOC Export was done).		1	d+010	d+014	TC (DBA)		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
14.79	Do name corrections (mainly for NAF employees where multiple last names were in use or are desired to be used) after records have been delivered on the Modern DCPDS.		5	d+010	d+015	CPOC/ CPAC/NAF-CPU	MACOM	This is a NAF and AF issue.
15.00	CLEANUP TABLE 30		30	d-030	d-000	FAB		
15.01	Remove all references in Table 30 to provisional and out of date organizations before conversion.		30	d-030	d-000	FAB		
15.02	Insure an organization structure been applied to sub-organizations. IMPACT: Remove invalid organizational data from Table 30 or data conversion at deployment will attempt to process invalid data and considerable time will be wasted after conversion correcting the data errors in Modern DCPDS.		30	d-030	d-000	FAB		
15.03	Current organizational codes must show a clear relationship among organizational levels of parent/child organizations e.g. between command, divisions, branches, sections, etc. IMPACT: Organizations will be disassociated and will have to be reconstructed after conversion.		30	d-030	d-000	FAB		
15.04	Print a clean Table 30.		1	d-001	d-000	FAB		
15.05	Build required military positions (i.e. virtual military positions) at least 60 days before deployment. These positions connect chain of command and keep intact position hierarchy between connecting civilian positions. The military position build also permits military supervisors to access their civilian employee data. (May decide to waive this requirement when using Option 2). IMPACT: Without virtual military positions built in between the upper level supervisors and lower level civilian employees, the upper level supervisors will not be able to view or access lower level civilian employee data.		30	d-060	d-030	FAB		This task is deleted for the Department of the Army.
15.06	When building military supervisory positions, use descriptive titles, for example, Commander, 208th Light Infantry Brigade. IMPACT: Difficult and time-consuming to distinguish between military supervisory positions if every duty title is generic such as "Executive Officer".		30	d-060	d-030	FAB		This task is deleted for the Department of the Army.
15.07	Build and maintain organization structures low enough to depict clear and complete organizational relationships. IMPACT: Subordinate supervisors may otherwise only have view of themselves in the system. In addition, breaking position chain without military position will cause data conversion problems such as creation of a "Sudo".		30	d-060	d-030	FAB		

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
15.08	Run alpha sorted roster from legacy DCPDS with name, ssn, pp, series, grade, prd, duty status, CCPN< UIC, associated suspense dates and org identifier. Include NAF and LN employees as appropriate. IMPACT: You will not be able to compare legacy DCPDS data to the converted data in Modern DCPDS for validation as there is no one to one relationship.		1	d-001	d-001	FAB		
15.09	Run an organization roster from legacy DCPDS with CCPO-ID, UIC, org identifier, supv code, CCPN, psn title, name (truncated to 15 char) and SSN (sorted by CCPO-ID, UIC, org id). IMPACT: You will not be able to compare legacy DCPDS data to the converted data in Modern DCPDS for validation.		1	d-001	d-001	FAB		
15.10	Ensure unencumbered positions have valid position numbers and have been reduced to bare minimum before data conversion. IMPACT: Conversion of invalid vacant positions increases legacy data conversion time and validation of data after conversion to Modern DCPDS.		55	d-060	d-005	FAB		
15.11	Ensure no senior vacant positions have been dropped. IMPACT: Dropping will cause "gaps" in the position hierarchy and some positions might need to be re-built.		55	d-060	d-005	FAB		
16.00	OPERATIONAL AND TECHNICAL		210	d-180	d+030	ALL		
16.01	Notify Kelly DMC IAW Support Level Agreement in writing to terminate the DMC legacy DCPDS support after deployment.	6.2	60	d-180	d-120	PSD		
16.02	Ensure that local arrangements for termination of legacy DCPDS support coincide with the deployment schedule.	6.2	60	d-180	d-120	PSD/ CPOC		
16.03	Notify Kelly DMC to terminate direct connect lines 60 days after deployment.		1	d-120	d-120	PSD/ CPOC		
16.04	Verify that there will not be any projected mass personnel actions (e.g. RIFs) that will interfere with the scheduled deployment.		5	d-065	d-060	CPOC		
16.05	Establish the software baseline at TC.		49	d-049	d-000	TC		
16.06	Identify eight to ten application admin types for initialization cadre		1	d-045	d-045	CPOC		
16.07	Create or obtain lists of Regional System Administrators.		14	d-044	d-030	CPOC		
16.08	Obtain lists of Personnelists by SOID (CCPO ID) including role designations, name, pay grade, SOID/CPO, Phone, ORG, OFF-Sym, etc.		14	d-044	d-030	CPOC		
16.09	Obtain lists of supervisor/manager/administrative personnel to be given 'secured' accounts upon initial load of the Modern System. Include configuration, name, SSAN, Off-Sym, Phone, Org, Pos Nr, UIC/PAS, SOID/CPO, top organization and top position.		14	d-044	d-030	CPOC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
16.10	Obtain lists of network printers to be installed in UNIX and in the Modern DCPDS application. Include SOID, UIC/PAS, printer type, printer model, IP Address, names, physical location, responsible POCs and DSN Number, other pertinent information.		14	d-044	d-030	CPOC		
16.11	Workgroup (sys admin and personnelist) determines routing group and groupbox names and usage.		7	d-044	d-037	CPOC/ TC		
16.12	Compile list of POIs w/matching Product Distribution Flag value, and name of Automated Product Certifying Official.		1	d-044	d-044	CPOC		
16.13	Determine which users will be assigned to group boxes .		1	d-044	d-044	CPOC		
16.14	Verify HP-UX server connectivity and POC for each CPAC.		1	d-030	d-030	TC		
16.15	Contact the CPOC POC and complete TC predeployment checklist.		10	d-030	d-020	TC		
16.16	Obtain a current disk/system structure for CPOC.		1	d-030	d-030	TC		
16.17	Identify ten desktop computers connectable to Modern DCPDS for initialization cadre		3	d-030	d-027	CPOC		
16.18	Prepare test procedures to validate local Modern DCPDS operation after deployment.		30	d-030	d-000	PSD	CPOC/ CPOCMA	
16.19	Submit written request to Kelly DMC to terminate user IDs after deployment. For Option 2 - Organization Components (discussed on page 37): Capture and verify PPI User Account secure view information to be used in Modern DCPDS.		20	d-030	d-010	CPOC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
16.20	Obtain list and/or file from the PPI suite of all COREDOC users intended to be added to Modern DCPDS.		1	d-030	d-030	CPOC		
16.21	Determine Delivery Set Names and document		15	d-025	d-010	CPOC		
16.22	Determine Recurring Process Schedule w/special attention to Suspense requirements and scheduling, on-line times, etc.		15	d-025	d-010	CPOC	TC	
16.23	Implement instructions from TC for initial load of database and configuration of the client for the Modern DPCDS		1	d-001	d-002	TC/ CPOC		
16.24	Provide report for CPOC of remaining data conversion errors which TC cannot convert from legacy DCPDS to Oracle HR.		4	d-000	d+004	TC/CPMS (Solution currently unknown)		
16.25	Provide CPOC with list of outstanding problems and known "get arounds" which apply to transaction processing.		1	d-000	d-000	TC/CPMS		
16.26	Establish System Administrator Manager (SAM) accounts.		1	d-000	d-000	CPOC		
16.27	Remove root access from CPOC and CPACs.		1	d-000	d-000	TC		
16.28	Manually process emergency, non-controllable personnel actions in full coordination with the payroll office including notifications of transmitted SF50s.		15	d-000	d+015	CPOC/ DFAS		
16.29	CPMS augmentees of DoD deployment team arrive at CPOC and start functional assistance to local DCPDS users.		8	d-003	d+005	CPMS		
16.30	Create Oracle Secure Users on conversion database.		1	d+005	d+005	TC		
16.31	Confirm creation of Oracle Secure Users on Conversion database and execute Load Runner scripts to create secure accounts.		1	d+005	d+005	TC		
16.32	Validate any security clearance codes used for non-component serviced employees		10	d+005	d+015	CPOC/ NAF-CPU		
16.33	Forward instructions provided by TC for installation ADE, Ghostview, Printscreen 95 and Secure Account users.		1	d+008	d+008	CPOC		
16.34	DoD deployment team reports daily deployment progress and problems to respective functional and technical POCs at CPMS and TC as well as to the Component deployment POC.		14	d-000	d+014	TC/CPMS/ PPDD/ CPOC		
16.35	TC augmentees of DoD deployment team arrive at CPOC after data is converted.		4	d+005	d+009	TC		
16.36	RCS reports locally unresolvable technical and functional problems to designated DA POC. POC determines if unresolvable problems need to be elevated to the next level for resolution which may be the TC for technical problems or CPMS for functional matters. IMPACT: Use of designated POCs to evaluate problem reports from the field precludes "false alarms" sent to the TC or CPMS.		80	d+009	d+090	CPOC/ CPMS/ TC/ PO-CPR		Completed
16.37	Load the client shares at CPOC.		5	d+010	d+014	TC/CPOC		
16.38	Load the regional HR database and software at CPOC (Conversion Database).		5	d+010	d+014	TC/CPOC/ CPMS		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
16.39	Load GhostView software at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.40	Initialize interface table sequence numbers at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.41	Verify regional HR database at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.42	Backup regional HR database at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.43	Verify interface system environment at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.44	Establish CSU database at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.45	Verify CSU environment at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.46	Verify DTS environment at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.47	If the CPOC does not want their COREDOCs converted, then an empty COREDOC database will be created by the TC.		5	d+010	d+014	TC/CPOC	CPOC	
16.48	Verify COREDOC environment at the CPOC.		5	d+010	d+014	TC/CPOC	CPOC	
16.49	Identify COREDOC SuperUsers		5	d+010	d+014	TC/CPOC		
16.50	TC will build the COREDOC SuperUser ID		5	d+010	d+014	TC		
16.51	Build new COREDOC user Ids if the user was not in the PPI COREDOC database. Convert existing COREDOC users that were identified above.		5	d+010	d+014	CPOC		
16.52	Add "View All" accounts for initial cadre of Personnelists and System Administrators who will accomplish the checking, configuration and load of the Modern DCPDS.		4	d+011	d+014	CPOC/ TC		
16.53	Initial cadre of personnelists verifies load and conversion of the database to include Organizations, Positions, Employee data, and Org/Pos hierarchies is viable and that Sudo position decisions have been resolved.		4	d+011	d+014	CPOC/TC/ CPMS		
16.54	Change SysAdmin user password and secure it		4	d+011	d+014	CPOC/TC		
16.55	Add Interface user and secure the password		4	d+011	d+014	CPOC/TC		
16.56	Update System Profile "Printer" for Interface user to the appropriate printer for Interface output products.		4	d+011	d+014	CPOC/TC		
16.57	Send request to Modern DCPDS DBAs to have Oracle Secure User IDs created on conversion database.		4	d+011	d+014	CPOC/TC		
16.58	Install network/Oracle printers to be used by initial cadre of System Administrators and Personnelists for setup purposes. This includes UNIX and Oracle application installation.		4	d+011	d+014	CPOC/TC		
16.59	Define Routing Group(s) and Groupboxes, add users on system. (Avoid using special characters other than dash and forward slash in Groupbox names).		4	d+011	d+014	CPOC/TC		
16.60	Associate 'Interface' user with routing group(s) and add to WGIPERSONNEL groupbox.		4	d+011	d+014	CPOC/TC		
16.61	Define the default printer for the Interface User(s)		4	d+011	d+014	CPOC/TC		
16.62	Register Personnel Office Identifiers, Certifying Officials and the WGI Groupboxes. Assure Certifying Officials have Position working Title and Membership in the WGI Personnel Groupbox.		4	d+011	d+014	CPOC/TC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
16.63	Create remaining regional personnelist accounts.		4	d+011	d+014	CPOC/TC		
16.64	Create any Public folder Views required (e.g. In box view(s))		4	d+011	d+014	CPOC		
16.65	Associate Personnelist Users with Routing Group(s) and Groupboxes.		4	d+011	d+014	CPOC/TC		
16.66	Update System Profile "Printer" to associate each personnelist user with appropriate installed printer.		4	d+011	d+014	CPOC/TC		
16.67	Create "Secure" External User Accounts i.e.. Military positions, etc. Assure OTA Secure View is also updated if OTA Menu is provided.		4	d+011	d+014	CPOC/TC		
16.68	Provide local CPOC completed security checklist and associated software configuration.		4	d+011	d+014	TC		
16.69	Associate secure account users with Routing Group and, if necessary, Groupboxes.		4	d+011	d+014	CPOC/TC		
16.70	Install remaining print servers and printers in UNIX, in the UIPRINT.TXT file and in the application.		4	d+011	d+014	CPOC/TC		
16.71	Update System Profile "Printer" to associate each secured account user with appropriate installed printer.		4	d+011	d+014	CPOC/TC		
16.72	Implement Delivery Sets.		4	d+011	d+014	CPOC/TC		
16.73	Initiate SMART number for RPA tracking. NOTE: This is a System Profile. RPA permission of "initiate only" is insufficient for a person to whom RPAs will need to be routed. Need to at least Initiate + Review.		4	d+011	d+014	CPOC/TC		
16.74	Initiate recurring process (automatic WGI, futures, etc.) schedule.		4	d+011	d+014	CPOC/TC		
16.75	Add CPOC Sys Admin and alternate email addresses to Position Change and Password Notification alerts.		4	d+011	d+014	CPOC/TC		
16.76	Evaluate TTT previously provided to system users at CPOC and CPACs.		2	d+014	d+015	CPOC		
16.77	Correct data errors that could not be corrected during conversion		5	d+015	d+020	TC/ CPOC/ CPMS		
16.78	Complete security checklist for CPACs and CPOCs.		4	d+015	d+018	CPOC/ CPAC		
16.79	After departure of DoD deployment team from CPOC, system users should report system or deployment issues through designated CPOC and Component deployment POCs to CPMS deployment POC.			d+015		CPOC/ CPAC	PO-CPR	
16.80	Conduct payroll reconciliation.		60	d+030	d+090	CPOC/ CPMS		
17.00	FUNCTIONAL DEPLOYMENT							
17.01	Determine New Business Processes due to Modern DCPDS		120	d-120	d-000	CPOC		
17.0101	Determine new processes/documentation for submitting awards, FEGLI changes, QSLs, etc.		40	d-040	d-000	CPOC		
17.0102	Determine new processes/documentation for managers, CPOCs and CPAC's to request user IDs.		40	d-040	d-000	CPOC		

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Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
17.0103	Map role of classifiers and systems staff to develop USER Ids and organization hierarchies.		20	d-020	d-000	CPOC		
17.02	Staff Preparation Requirements		120	d-120	d-000	CPOC		
17.0201	1. Review problems as group effort among CPOCMA, CPOC and TC team members before reporting identifying as a system problem.					CPOCMA		
17.0202	2. Ensure on-site personnel staff are fully trained on Modern DCPDS before deployment and have access to the User Guide					CPOC		
17.0203	3. Control problem reports ththrough one central POC, preferably the Functional Team Leader. For Army: System problems recorded in HEAT should be reported to CPMS to ensure they are resolved. IMPACT: Untimely problem resolution.					CPOC		In need of clarification
17.0204	4. Ensure all system problems are reported to the CPMS Functional Team Leader to determine if problems are valid, research cause (s) and subsequent input to HEAT, if needed.					PPDD	PO-CPR	In need of clarification - CPOC will initiate/report problems into HEAT.
17.0205	5. Ensure at least one TC representative remains with CPMS team during deployment to provide technical assistance and advice as needed.					CPOC/ TC	CPMS	
17.03	Ensure local tables 8 (Pay Table ID) and 13 (Geographical Location Codes) in legacy DCPDS include only current entries that comply with the OPM tables before conversion. Do not use the GSA Geoloc Table. IMPACT: Non-compliant geoloc codes will cause errors during data conversion to Modern DCPDS.		30	d-030	d-000	CPOC		
17.04	Get list of all employees in WGI denied status before data conversion. Review all records in WGI denied status and delete WGI pay date.		30	d-020	d+010	CPOC		
17.05	Submit W3L and GOP listing to TC (payroll sequence package)					FAB		
17.06	Identify Secure Views for System Access					TC		
17.07	Identify users that require access to multiple UICs requiring an <u>alternate</u> organizational hierarchy that has to be built at conversion.		30	d-030	d-000	CPOC		
17.08	Provide annotated spreadsheet with user ID/log on information.					CPOC		
17.09	Ensure those doing set up understand what is in each role/responsibility.		10	d-010	d-000	CPOC		Clarification requested from CPMS
17.10	Ensure CMIS is attached before database is updated.					CPOC		
17.11	Determine when SECGEN needs to run.					TC		
17.12	Plan for setting recurring processes (chron job).					CPOC/ TC		
17.1201	1. Suspense					CPOC/ TC		
17.1202	2. Futures					CPOC/ TC		
17.1203	3. Batch Pring (not getting TC SF 50s)					CPOC/ TC		
17.1204	4. AUTO WGI					CPOC/ TC		

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17.1205	5. List Gen. Note: If you delete a position from the position hierarchy that has never been incumbered nor obligated, you must wait until after "List Gen" is run before deleting that position. Impact: Trigger Error because the position ID still exists in the table "Per_Position_List" which is created when the position is first built and List Gen is run.					CPOC/ TC		
17.1206	6. CAO Chron					CPOC/ TC		
17.1207	7. Daily production of PAYNEW					CPOC/ DFAS		
17.13	Review and correct conversion error listings.					CPOC		
17.14	Establish TC and CPMS System Access and Permissions (TC needs view all).			d+005		CPOC/ TC		
DELETED	Define process for doing user set-ups, e.g., assembly line for each step.					CPOC		
17.15	Create Routing Group					CPOC/ CPMS		
17.16	Update all records with Routing Group and Default yes/no at time of conversion. NOTE: Easier to change those that do not apply rather than build each separately					CPOC/ CPMS		
17.17	Pre-define workflow process/structure for doing user set-ups. e.g. use an assembly line process where each person does defined segment (s) of the build.		10	d-010	d-000	CPOC/ CPMS		
17.18	Assign a knowledgeable system administrator from the site to be in the workroom while accounts are being created.		10	d-011	d-001	CPOC/ TC		
17.19	Notify all users of their user ID and password.					CPOC/ TC		
17.20	Create System Default Group Boxes (GHRWFADMIN, CAO and WGIPERSONNEL)					CPOCMA/ CPMS		
17.21	Register Printers					CPOC		
17.22	Set - up personnelist users					CPOC/ CPMS		
17.23	For reverse interface reports, set-up special "Interface User"					CPOC		Clarification requested from CPMS
17.24	Site Profile (Smart Number and Default Printer)					CPOC/ TC		
17.25	Review/repair hierarchies.					CPMS	PSD	
17.26	Add users to routing group (excluding External Users); set RPA privileges.					CPOC/ TC/ CPMS		
17.27	Ensure all users know exactly what the roles/responsibilities mean for all personnel staff e.g., classifiers, staffing, clerks, etc. IMPACT: System role problems could arise because of user misperceptions of what roles they are in or allowed.		10	d-010	d-000	CPOC		
17.28	Establish and populate Group Boxes					CPOC		
17.29	Mail connect interface (accomplished at Denver Data Center).					PSD/FAB/ TC		
17.30	Register POIs					FAB/TC		
17.3001	-- Approver in Default Group Box.					FAB/TC		
17.3002	Approver must have position working title.					FAB		
17.31	Check for correct POI registration, routing group set up and housekeeping groupboxes					CPMS		
17.32	COREDOC					CPOC		
17.33	Obtain list or file of all COREDOC users intended to be added to Modern DPCDS		10	d-010	d-000	CPOC		Clarification requested from CPMS

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17.34	Clean up COREDOC user data before conversion.		40	d-030	d-000	CPOC		Clarification requested from CPMS
17.35	Validate COREDOCs after conversion					CPOC		Clarification requested from CPMS
17.36	Include COREDOC superuser in system access and permission build.					CPOC/TC		Clarification requested from CPMS
17.37	COREDOC superuser - convert PPI users and COREDOCs to Modern DCPDS					CPOC/ CPMS		Clarification requested from CPMS
17.38	Verify COREDOCs were correctly converted to Modern DCPDS and can be accessed. NOTE: Refer to "Concert Users Coredocuments: on menu. Action done by associating the PPI User ID with the Modern User ID.					CPOC/ CPMS		Clarification requested from CPMS
17.39	Go to Systems Admin as a COREDOC superuser and convert PPI records.					CPOC/ TC		These appear to be CPOC responsibilities, but need more specifics concerning what is expected.
17.40	Attach COREDOC Users					CPOC		
17.41	OTA							
17.4101	1. Identify any special user access for organizational training monitors					CPOC	PPD	
17.4102	2. Build OTA users at same time as others. NOTE: Procedures for OTA User Build Process is provided separately by CPMS upon request for security reasons.					CPOC/ CPMS	FAB	
17.4103	3. Build local vendors and classes before allowing managers to use system.					CPOC/Sys Admin/ CPMS	FAB	
17.4104	4. Attach OTA Secure Views					CPOC/ CPMS	FAB	
17.42	Ensure Resumix and Modern DCPDS data flow processes are functional					PPDD/ CPMS		Clarification requested from CPMS
17.4201	1. Ensure InterAct/Enabler installed correctly					TC/CPMS		Clarification requested from CPMS
17.4202	2. Create custom fields and menus IAW DOD instructions					CPOC/ CPMS		Clarification requested from CPMS
17.4203	3. Ensure Decision and Accept are included as tracking code options					CPOC/ CPMS		Clarification requested from CPMS
17.43	Ensure virtual positions are built in military supervisors and external users to permit their access to the database of their employees.					CPOC/ CPMS		Clarification requested from CPMS
17.44	Ensure external users are assigned to an organization to enable secure view. IMPACT: External users will be visible to users outside the CPOC/CPAC.					CPOC/ CPMS		Clarification requested from CPMS
17.45	Set - up public views, particularly inbox, before turning over to users					CPOC/ CPMS		
17.46	After 1st suspense run, spot-check WGI to ensure they are still valid. Verify no WGI is generated for employees in WGI Denial status.					CPOC/ CPMS		
17.47	Establish Print Delivery Set (Ref. Chapter 9, System Administration Manual)					CPOC/ TC		
17.48	Set up CPAC users.					CPOC/ TC		
17.49	Check CPAC capability					CPOC/ CPMS		Clarification requested from CPMS
17.50	Check that actions flow correctly from CPOC to CPAC					CPOC/ CPMS		Clarification requested from CPMS
17.51	Verify CMIS flow					PPDD/ CPMS		
17.52	Finalize Any Additional Users Required; e.g., managers view to associate to resource managers					CPOC/ CPMS		

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17.53	Ensure Resource Management users have at least Initiator and Requester permissions under US Government Workflow Routing Groups					CPOC		
17.54	Get Address File from DCPS					TC	CPOC	
17.55	Pipeline Actions. Also see *Note" below.					CPOC		
17.5501	1. Identify area for pipeline input that gives deployment team a "home" while on site.		10	d-010	d-000	CPOC		
17.5502	2. Develop a crosswalk of old in-box names to new routing name in order to route RPAs.		15	d-015	d-000	CPOC		
17.5503	3. Update LEGACY sequence numbers (crosswalk SQL to match Modern DCPDS CPCNs and Sequence Numbers to corresponding legacy CPCN and shred)					CPOC		Clarification requested from CPMS
17.5504	4. Review personnel actions in in-boxes and hold boxes to ensure they are valid, close those no longer required, and transfer valid/current actions to valid in-boxes. IMPACT: Confusion will occur and time will be wasted determining what users are working certain personnel actions.					CPOC		
17.5505	5. Run a DESIRE to identify pipeline training and personnel action data		30	d-030	d-000	CPOC	CPOCMA	
17.5506	6. Optional: Develop a productivity database for control of what pipeline actions had what RPA assigned and accountability.					CPOC	CPOCMA	Clarification requested from CPMS
17.5507	7. Annotate the RPA number on the SF52 and the SF52 number on the RPA to facilitate matching the actions received against what is in the Personnelist's in-box.					CPOC		
17.5508	8. Develop an SQL inquiry for pipeline to match legacy CPCN/shred to Modern DCPDS CPCN/sequence number.					PPMD	CPOCMA	Recommend the development of a standard SQL query for all CPOCs to use.
17.5509	9. Determine which actions are truly pipelined.		20	d-020	d-000	CPOC		
17.5510	10. Determine which pipeline actions can or should be done before deployment.					CPOC		
17.5511	11. Develop priority processing control list to prioritize pipeline actions sorted by SF52s with user's In-box, type of action, and SF52 number. Process according to highest priority. IMPACT: Much time and effort will be wasted randomly selecting priority actions to process.					CPOC		
17.5512	12. Site personnel staff, rather than external staff or users (e.g. CPMS, HQ, etc.), should input pipeline actions.					CPOC		
17.5513	13. Complete as many actions as possible before deployment, especially Cancellations and Corrections (001 and 002). IMPACT: These actions are quite complex and slow the process unnecessarily.		30	d-030	d-000	CPOC		

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17.5514	14. Determine how best to organize the input, e.g., group actions, and review all to identify any problems.		30	d-030	d-000	CPOC		
17.5515	15. Use SQL to associate the CPCN shred from legacy DCPDS with the Sequence Number in Modern DCPDS to facilitate pipeline action input after deployment.					CPOC		Connects to Task 20.56.8 above.
17.56	Suspense checks		15	d-015	d-000			
17.5601	1. Define and schedule all recurring processes BEFORE deployment team arrives (remember time zone differences). (Includes WGI run, Futures run, etc.)		10	d-010	d-000	CPOC		
17.5602	2. Spot check first suspense run for WGIs with old effective dates (e.g. 3 months before conversion) to make sure they are still valid.		90	d-090	d-000	CPOC		
17.5603	3. Identify any records in a WGI Denied status and delete WGI pay date.		20	d-020	d-000	CPOC		
17.5604	4. Use same date for running the first suspense with WGIs as date of other actions. E.g. do not use 25 Oct for suspense and 24 Oct for other actions. The WGI due date in this example will be set as 25 Oct, not 24 Oct as it should be.		90	d-090	d-000	CPOC		
17.5605	5. Convert all records scheduled for termination unless you are absolutely sure they are not going to be extended. IMPACT: If you do not convert the record, and there is an extension, you will have to build the entire record.		90	d-090	d-000	PSD/ FAB		
17.5606	6. Identify NTE dates for all personnel actions occurring within deployment timeframe and either extend or terminate them. IMPACT: Records will drop at conversion.		90	d-090	d-000	CPOC/ FAB		
17.5607	7. Verify suspense/futures ran as expected			d+005		CPOC/ FAB/CPMS		
17.5608	8. Verify WGI ran as expected			d+005		CPOC/ FAB/CPMS		
17.57	If applicable, verify patch procedures and data.			d+005		CPOC/ FAB/CPMS		
18.00	RESUMIX DEPLOYMENT		67	d-060	d+007	PPDD/TC/ CPMS		
18.01	General RESUMIX Preparation		60	d-060	d-000	CPOC/TC		
18.02	Identify functional and technical RESUMIX POCs to CPMS.		1	d-060	d-060	PPDD/ CPOC		
18.03	Submit letter of confidentiality to allow RESUMIX view of personnel data.		1	d-060	d-060	PPDD/ CPMS		
18.04	Establish RESUMIX database at TC (test and certification).		14	d-060	d-046	TC		
18.05	Identify/verify RESUMIX database (HPUX) server. Ensure it is not collocated with Modern DCPDS.		1	d-060	d-060	CPOC		
18.06	Insure availability of Resumix NT application server.		1	d-060	d-060	TC		

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18.07	If the Resumix database is not in place, ensure the full RESUMIX install (Minimal clients - CPOC loads remainder), including NT and HPUX database loads have been scheduled with vendor.		1	d-060	d-060	CPOC/ RESUMIX		
18.08	Ensure good backup of RESUMIX instance prior to Modern DCPDS load.		1	d-060	d-060	CPOC/TC	PPDD	
19.00	RESUMIX Migration		60	d-060	d-000	PPDD		
19.01	** If RESUMIX previously installed and migration completed == Go to Task (19.46)		1	d-060	d-060	CPOC/TC		
19.02	RESUMIX migration consultant assigned to CPOC.		1	d-060	d-060	RESUMIX	PPDD	
19.03	RESUMIX migration package sent to CPOC.		1	d-060	d-060	RESUMIX	PPDD	
19.04	Establish RESUMIX database at CPOC.		28	d-060	d-032	TC/CPOC		
19.05	RESUMIX pre-planning meeting between migration consultant and CPOC.		1	d-060	d-060	RESUMIX/ CPOC	PPDD	
19.05	Schedule RESUMIX 6 installation.		1	d-060	d-060	RESUMIX	PPDD	
19.07	Complete readiness questionnaire to support installation of RESUMIX.		5	d-053	d-049	CPOC		
19.08	Run and review analysis of current database and grammar usage (RESUMIX migrator tool analyzer).		12	d-050	d-039	19.08	PPDD	
19.09	Identify local equipment and system configuration to operate RESUMIX.	10.1	5	d-046	d-042	1		
19.10	Identify and plan for RESUMIX add-on products integrated with the system.		12	d-039	d-028	CPOC		
19.11	Install RESUMIX 6 system.		1	d-039	d-039	RESUMIX	PPDD	
19.12	Review new features, product differences and RESUMIX 6 system shell overview.		5	d-039	d-035	RESUMIX/ CPOC	PPDD	
19.13	Review current employment process and define changes for RESUMIX conversion.		5	d-039	d-035	RESUMIX/ CPOC	PPDD	
19.14	Determine database changes based on data analysis reports for RESUMIX conversion.		5	d-039	d-035	RESUMIX/ CPOC		
19.15	Determine pre-migration data field mapping (if applicable) for RESUMIX conversion.		5	d-039	d-035	RESUMIX/ CPOC		
19.16	Identify 'limited access' migration process for users for RESUMIX conversion.		5	d-039	d-035	CPOC		
19.17	Review and begin developing new letters in Word for RESUMIX conversion.		12	d-039	d-028	CPOC		
19.18	Review and begin developing new reports for RESUMIX conversion.		12	d-039	d-028	CPOC		
19.19	Identify and plan for 3rd party products impacted by migration, i.e. kiosks, etc. for RESUMIX conversion.		12	d-039	d-028	CPOC		
19.20	Update RESUMIX 6 customizer, preparing grammar for migration.		12	d-032	d-021	CPOC		
19.21	Prepare for RESUMIX pre-migration data field mapping by clearing all processing queues in progress and making full back-up tapes of current system.		5	d-025	d-021	CPOC		
19.22	Perform data moves (if applicable) for RESUMIX conversion.		5	d-025	d-021	RESUMIX	PPDD	

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19.23	Begin data clean-up using RESUMIX migrator tool.		5	d-025	d-021	RESUMIX/ CPOC		
19.24	Introduce RESUMIX 6 product to current users, prepare for new process.		5	d-025	d-021	CPOC		
19.25	Explain newly mapped RESUMIX data to current users.		5	d-025	d-021	CPOC		
19.26	Explain 'limited access' migration process to new users in preparation of live migration to RESUMIX 5.		5	d-025	d-021	CPOC		
19.27	Build all custom fields and menus according to DoD instructions.		20	d-020	d-000	CPOC		
19.28	Ensure users are assigned correct privileges in Resumix so results of data flow processes can be seen.		10	d-020	d-010	CPOC		
19.29	Review Custom Fields to make sure users have permission to see needed fields.		10	d-020	d-010	CPOC		
19.30	Ensure Date information is entered into correct date fields. IMPACT: Duplicate date entries, such as DOB data, in different fields will cause appearance of incorrect refresh process not working.		20	d-020	d-000	CPOC		
19.31	Type "DO NOT USE" as menu items in Text, Date or Numeric fields that should not be used when creating custom fields. IMPACT: Duplicate or incorrect data entries in different fields will cause appearance of incorrect refresh process not working.		20	d-020	d-000	CPOC		
19.32	Include the Interact Enabler into the baseline load routine.		20	d-020	d-000	CPOC		
19.33	Check the option to export applicant new hire information to create both tables and triggers. Note: Resumix Interfaces do not need the InterAct workstation to be configured in operation, just the Interact Enabler portion.		20	d-020	d-000	CPOC		
19.34	If Interact workstation is chosen, do not configure the workstation to export applicant new hires. IMPACT: Interact workstation will export the information before the Oracle Create Applicant Interface. Interact will then delete the data before it can be processed for transmission to the Modern DCPDS.		20	d-020	d-000	CPOC		
19.35	Ensure "Decision" is in the Tracking menu and "Accept" is in the Status menu. IMPACT: Unable to do Create Applicant because "Decision" will not be available in the tracking menu.		20	d-020	d-000	CPOC		
19.36	Add "Accept-internal" for use with selections of internal candidates who are already in Modern DCPDS. When using "Accept - Internal", make sure to manually change the candidate's status from "available" to "unavailable" and total openings from "1" to "0."		20	d-020	d-000	CPOC		
19.37	Ensure there are enough (at least 10 - 12) actual RPAs identified to test processes from Create Requisition through Create Applicant before all pipeline actions are complete.		20	d-020	d-000	CPOC		

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19.38	Do not use field labels twice in the Resumix database. For example, do not use UIC as a custom field label on the Requisition side and then again on the Resume side. IMPACT: Label differences will cause data conversion errors.		20	d-020	d-000	CPOC		
19.39	"Limited access" process begins while RESUMIX data is being migrated.		5	d-004	d-000	CPOC		
19.40	Provide RESUMIX user training.		5	d-004	d-000	CPOC		
19.41	Run final analysis of current RESUMIX system, updating migrator as necessary.		5	d-004	d-000	RESUMIX		
19.42	Migration of database performed at RESUMIX lab.		5	d-004	d-000	RESUMIX		
19.43	Revise/deliver internal RESUMIX training programs.		12	d-004	d+007	CPOC		
19.44	Develop/deliver internal marketing plan.		12	d-004	d+007	CPOC		
19.45	Migrated RESUMIX data delivered to CPOC.		1	d-000	d-000	RESUMIX/ CPOC		
19.46	Provide list for CPOC and save data (standard and custom) that RESUMIX technicians cannot convert to latest RESUMIX version.		5	d-000	d+004	RESUMIX		
19.47	Correct RESUMIX data (standard and custom) errors and reenter corrected data.		5	d+000	d+004	RESUMIX/ CPOC		
19.48	Interact Installation and Customization for use outside the data flows between RESUMIX and Modern DCPDS.		1	d+000	d+007	CPOC/ RESUMIX		
19.49	** If InterAct previously installed and configured == Go to Task (21.79)		1	d+000	d+007	CPOC/ RESUMIX		
19.50	Install and configure InterAct at CPOC <u>before</u> Modern DCPDS installation. IMPACT: Data will not properly flow between Modern DCPDS and Resumix.		1	d+000	d+007	CPOC/ RESUMIX		
19.51	Restore production data backed up previously		1	d+000	d+007	CPOC/ RESUMIX		
19.52	Test and certify InterAct import/export		1	d+000	d+007	CPOC		
19.53	Prior to launching Resumix application, clear files in the ORADDataCache folder			d+001		CPOC		
19.54	RESUMIX customization: add additional custom fields identified; re-order custom fields; define menus not created; assign privileges.		5	d+003	d+007	CPOC/ RESUMIX		
19.55	Finalize RESUMIX reports.		5	d+003	d+007	CPOC		
19.56	Address 3rd party products impacted by RESUMIX conversion.		5	d+003	d+007	CPOC		
19.57	Upgrade any RESUMIX add-on products as needed.		5	d+003	d+007	CPOC		

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
19.58	Complete RESUMIX migration program evaluation form.		5	d+003	d+007	CPOC		
19.59	Run SQL script to identify Oracle secure user id's for secure accounts		1	d+005	d+005	TC		
19.60	Process to create Applicant through Create Applicant. NOTE: The tasks and associated RESUMIX Start/Finish times listed below can only be accomplished after the modern DCPDS has been deployed.			d+007		CPOC/ CPMS		
19.61	The "Create Applicant" process applies only to "retroactive actions" where a candidate has not been "accepted" in RESUMIX.			d+007		CPOC/ CPMS		
19.62	1. Launch Oracle HR			d+007		CPOC/ CPMS		
19.63	2. Delete him/her			d+007		CPOC		
19.64	3. Date Track to 3 days prior to the effective date of action			d+007		CPOC		
19.65	4. Recreate the Applicant			d+007		CPOC		
19.66	5. Date Track to 1 day prior to the effective date			d+007		CPOC		
19.67	6. Accept him/her (Ensure Applicant's names are in mixed case VS all caps)			d+007		CPOC		
19.68	7. If Candidate has already been accepted, then user should create him/her Oracle HR.			d+007		CPOC		
19.69	RESUMIX Integration Testing		1	d+007	d+007	CPOC		
19.70	Install Modern DCPDS unique InterAct definition files		4	d+011	d+014	TC		
19.71	Test Requisition, New hire build, and Refresh.		4	d+011	d+014	CPOC/ TC		
19.72	Setup/Create corporate CMIS user ID's		4	d+011	d+014	TC		
19.73	Users should clear files in ORADDataCache folder before launching Resumix application. IMPACT: User will be unable to see Job Class and Job EEO Type information when Create Requisition process initiated.			d+011		CPOC		
20.00	PAYROLL INTERFACE PREPARATION					CPOC		
20.01	Ensure CPOC staff that has access to DCPS and are trained (by at least d-30 or d-60) to navigate DCPS well enough to determine if an action was updated or not.		30	d-060	d-030	CPOC		
20.02	CPOC should prearrange before deployment, for payroll representatives to have access to DCPS and Mechanicsburg screens. Otherwise, first pay representative on-site at CPOC should contact SEOPE customer support to obtain access. (DSN 922-2990 X310) (TBD)		30	d-040	d-010	CPOC		
20.03	Ensure CPOC assigns a site POC as liaison for payroll interface issues with CPMS, TC or DFAS payroll POCs. IMPACT: Miscommunication between deployment POCs on payroll issues and problems and late data input.		30	d-030	d-030	CPOC		

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
20.04	CPOC should maintain list of employees separated in legacy DCPDS for validation of reverse interface rejects and, if possible, manual inclusion in DMDC submission of separation tracking data. NOTE: This situation will cause problems with OPM and payroll office updating their records with employee data that is not converted to Modern DCPDS.		60	d-030	d-030	CPOC		
20.05	Ensure RPAS for "Detail" actions, that change the FLSA and Premium Pay, are input and printed first after data conversion and deployment to Modern DCPDS. Coordinate with payroll office representative to promptly send copies, that change FLSA and Premium Pay, to payroll office for manual input. NOTE: This is a suggested workaround. IMPACT: FLSA and Premium Pay indicator in payroll system and employee pay may be incorrect until payroll system is updated.		10	d+008	d+018	CPOC		
20.06	Notify DFAS when site has successfully converted to Modern DCPDS.		6	d+008	d+014	CPOC		
20.07	Payroll interface and reverse interface sequence control should be established in Modern DCPDS only for those payroll office ID (POID) and servicing office ID (SOID) combinations that validly exist on the database. Perform the following steps to ensure only necessary sequences are established.		10	d+008	d+018	CPOC		
20.08	Run a DESIRE list against all position records, including valid vacancies, to identify all POID/SOID combinations on the legacy DCPDS database.		10	d-010	d-000	CPOC		
20.09	Check the resulting list against W3L and W4L listings from the most recent Friday end of day to identify unnecessary packages being flowed.		8	d+003	d+011	CPOC		
20.10	Check the list against the GOP sequence control listings for reverse interface and reject packages and ensure unnecessary sequence controls are removed.		8	d+003	d+011	CPOC		
20.11	Provide notification to Pensacola DCPS help desk to allow for removal of the unneeded sequences on the payroll system as well.		8	d+003	d+011	CPOC		
20.12	Process the most recently scheduled Personnel/Payroll Reconciliation and forward to the appropriate payroll center for completion, Keep copy of the reconciliation for comparison to the first reconciliation processed in the Modern DCPDS.		15	d+005	d+020	CPOC		
20.13	Resolve payroll reject actions in legacy DCPDS before deployment "d-day" to Modern DCPDS. This minimizes "emergency action" intervention by the payroll centers. IMPACT: Wasted time working payroll rejects and delayed pay processing after deployment to Modern DCPDS.		10	d+005	d+015	CPOC		

LEGEND: Army specific reflects category number w/a (i.e.,
0 - refers to a CPMS identified element not numbered by CPMS.

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
20.14	CPOC pay interface POC must work backlog of payroll rejects immediately after Modern DCPDS is deployed and operational. Identify and list any emergency actions requiring input by payroll office. IMPACT: Wasted time working payroll rejects and delayed pay processing after deployment. NOTE: Time available to correct rejects for the conversion pay period is extremely short (1-2 days at most). These reports are needed to identify those that will require emergency action by payroll team.		3	d+012	d+015	CPOC		
20.15	Verify that missing interface or reverse interface files have been resolved BEFORE shut down of legacy DCPDS for conversion processing, IMPACT: Wasted time resolving missing interface files and delayed pay processing after deployment to Modern DCPDS.		1	d-000	d-000	CPOC		
20.16	CPMS ensures that workarounds for problems/situations with the Modern DCPDS affecting any pay actions are provided to CPOC and DFAS before deployment. IMPACT: Confusion and delay in resolving pay interface problems or processing pay actions.		60	d-060	d-000	CPMS		
20.17	Identify the cross-serviced records. Validate the organization data associated with those records to ensure they correlate with the owning agency's interface rules and with DCPS and their DCPS org tables.		40	d-050	d-010	CPOC		
20.18	Notify DCPS that the UIC/ORG needs to be updated to their tables with the new value that will be flowing following deployment. Provide the proper Organization Table Update form to the servicing CSR to get the appropriate UICs built on the DCPS payroll table.		30	d-035	d-005	CPOC		
21.00	PAYROLL INTERFACE DEPLOYMENT							
21.0001	SEQUENCE SETUP - PAY 500.							
21.01	Obtain final W3L JCL, W4L JCL and final GOP listing and provide to TC.			d-002	d-000	CPOC		
21.02	Sequence Control # set up in Modern DCPDS.			d-000	d+003	TC		
21.03	Force send first negative package to change remote to Modern DCPDS.			d+005	d+005	TC		
21.04	Request Payroll Interface 500 Character Report and Payroll Interface 100 Character Record.			d+006	d+006	CPOC/ CPMS		
21.05	Verify sequence numbers of first transmission.			d+006	d+006	CPOC/ CPMS		
21.06	Reports printing accurately.			d+006	d+006	CPOC/ CPMS		
21.07	Identify first "live" file transmission.			d+007	d+007	CPOC/ CPMS		
21.08	Verify sequence numbers incremented.			d+007	d+007	CPOC/ CPMS		
21.09	Verify transmission receipt by payroll.			d+007	d+007	DFAS Rep		
21.10	Verify first update using view access.			d+008	d+008	CPOC		

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
21.1001	PAYNEW							
21.11	Work legacy DCPDS PAYNEWs received up to D-Day in legacy.			d-030	d-001	CPOC		
21.12	DCPDS PAYNEWs not worked in legacy should be researched. Determine if actions are considered emergency, or if they can be held until Modern DCPDS is ready for input. (Should be done on D-Day).			d-000	d+003	CPOC		
21.13	PAYNEW held in legacy FTP to Modern DCPDS (TC).			d+005	d+007	DMC		
21.14	PAYNEW interval report print scheduled.			d+005	d+005	CPOC Sys Admin		
21.15	PAYNEW sequence # start with next # after last legacy file.			d+001	d+003	TC		
21.16	PAYNEW printing to designated printer(s).			d+005	d+007	CPOC Sys Admin & Functional		
21.17	Ensure Modern DCPDS PAYNEW reject printing accurately.			d+007	d+007	CPOC		
21.18	Once Modern DCPDS is on-line, immediately run PAYNEWs received after D-Day.			d+005	d+005	CPOC		
21.19	Work legacy PAYNEWs received after D-day. Determine if actions are considered emergency or if they can be held until Modern DCPDS is ready for input.			d+005	d+007	CPOC/ DFAS		
21.20	Monitor PAYNEWs until first Modern DCPDS file is received.			d+005	d+010	CPOC/ FAB		
21.2001	Reverse							
21.21	Establish and verify 'Interface' user and default printer. IMPACT: Reports transmitted on reverse interface will be lost without user ID and default printer set up.			d+007	d+010	CPOC Sys Admin		

Task #	Task Name	REF	Days	START	FINISH	Lead	Support	Status
21.22	Sequence # with next # after last legacy file			d+004	d+007	TC		
21.23	Reports automatically generated			d+007	d+010	CPOC		
21.24	Reports printing accurately			d+007	d+010	CPOC		
21.25	Updating employees record accurately (TandA, LQA paid, Retirement data, non-pay hours, WGI dates adjusted.)			d+007	d+010	CPOC		All Payroll dates are subject change based on the load date of Modern DCPDS
Deleted	Verify that actions flowed properly					CPOC		
21.2501	Reconciliation							
21.26	Request reconciliation from SEOPE for first PPE after D-Day (on D-Day.)			d+010	d-010	CPOC CPOC Sys Admin		
21.27	Personnel extract processed.			d+014	d+014	CPOC		
21.28	Process recap report to verify payroll file receipt			d+024	d+024	CPOC		Need Dates from DFAS
21.29	Reports processed.			d+025	d+025	CPOC		
21.30	DFAS must manually change retroactive remote site ids to correctly send files to personnel. NOTE: Until DFAS makes necessary fixes to DCPS, payroll system will not separate legacy and Modern DCPDS files as expected.			d+005	d+005	DFAS		
21.31	Reports printing accurately.			d+025	d+025	CPOC		
21.32	T and A extract processed			d+024	d+024	CPOC		Need Dates from DFAS
21.33	T and A reports processed			d+025	d+025	CPOC		Need Dates from DFAS
21.34	Verify TandA reports processed accurately.			d+025	d+025	CPOC		Need Dates from DFAS
21.3401	Special Check							
21.35	Firefighters (premium pay code Y)			d+005	d+005	CPOC		Need Dates from DFAS
21.36	LQA Currency Type Records			d+005	d+005	CPOC		Need Dates from DFAS
21.37	Cross Serviced Records (Verify payroll Activity/Org data)			d+005	d+005	CPOC/ DFAS		Need Dates from DFAS
21.38	Follow-up on input of emergency actions worked during downtime.			d+007	d+012	CPOC		